

VENKATEASN.P

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47, Periyur, Pikkilli (PO),
Pennagaram (TK),
Dharumaperi - 636 809.

Mob: 8870865736

CAREER OBJECTIVES:

To be a part of organization where I can use my knowledge to achieve personal goals and help in the accomplishment of overall organizational objectives

ACADEMIC PROFILE:

COURSE	INSTITUTION	YEAR	PERCENTAGE
B.com(ca)	Government Arts College (Autonomous) (Coimbatore)	2012-2015	62%
HSC	M.K.N Higher Secondary School (Sillankulam,Thoothukkudi)	2012	89%
SSLC	Thigay Subarminiya Siva Higher Secondary School (Papparapatti).	2010	50%

EXPERIENCE :

❖ Have 2 years 7 month working Experience as Accounts Executive.

1. Worked in GRB Dairy Foods Pvt. Ltd., Hosur with 01.04.2016 to 31.07.2017
2. Worked in Tenneco automotive India Pvt Ltd Aug-2017 to till date

KEY RESPONSIBILITIES HANDLED:

- Sales MIS Report.
- Customer collection receipt.
- Filing GSTR 1,2 & 3 monthly return
- Price Increase and Decrease (Supplementary Workings).
- Sales reconciliation on weekly basis.
- Cancelled invoices & Line Rejection clearing.
- AR Ageing & Risk Report.

- AR MOM updating with sales & PPC.
- Risk & Opportunities reconciliation with Sales team.
- CSA Reconciliation & Documentation.
- Except Staff members Wages, Salary Preparation.
- Sale In transit OE & AM Export Reconciliation.
- Sales Comparison AOP vs Actual
- Co-operation with internal & external auditors
- Filing GSTR 1 & 3B
- Generating Eway-Bill
- Selling Price Analysis

Strength:

- Positive Attitude
- Easily adaptable in different Environment
- Problem analysis And solving

Achievements:

- Had Got Best Leader In NSS On 2011

TECHNICAL AND SOFTWARE SKILLS:

- TALLY ERP 9.1
- SAP
- MS OFFICE – MS WORD, POWERPOINT, EXCEL

PERSONAL PROFILE:

- Name : P. Venkatesan
- Date of Birth : 15.04.1995
- Age : 24
- Gender : Male
- Marital Status : Single
- Nationality : Indian, Hindu
- Languages known : English, Tamil.

DECLARATION:

I hereby declare that the above-furnished information is correct and true to the best of my knowledge and belief.

Place:

SIGNATURE

Date:

(P. Venkatesan)